

Position Description

Read each heading carefully before proceeding. Make statements simple, brief, and complete. Be certain the form is signed. Send the original to the Division of Personnel Services.

CHECK ONE: NEW POSITION **XX** EXISTING POSITION

Agency
Number

Part 1 - Items 1 through 12 to be completed by department head or personnel office.

1. Agency Name Kansas Lottery		9. Position No. K0226338	10. Budget Program Number	
2. Employee Name (leave blank if position vacant)		11. Present Class Title (if existing position) Network Administrator UNC Regular FLSA: Non-Exempt		
3. Division Information Technology		12. Proposed Class Title		
4. Section	For Use By Personnel Office	13. Allocation		
5. Unit		14. Effective Date		
6. Location (address where employee works) City Topeka County Shawnee		15. By	Approved	
7. (circle appropriate time) Full time XX Perm. 100% Inter. Part time Temp.		16. Audit Date: By: Date: By:		
8. Regular hours of work: (circle appropriate time) FROM: 8:00 AM/PM To: 5:00 AM/PM	17. Audit Date: By: Date: By:			

450

Position
Number
K0226338

PART II - To be completed by department head, personnel office or supervisor of the position.

18. If this is a request to relocate a position, briefly describe the reorganization, reassignment of work, new function added by law or other factors which changed the duties and responsibilities of the position. Adding a Network Administrator as work on network equipment and protecting the network has become a need for the lottery. The position will be managing the network equipment and monitoring the equipment for reliability and security. This position will also serve as a backup to the Systems Administrator and will be assisting the Information Security Officer with issues that arise.

19. Who is the supervisor of this position? (Who assigns work, gives directions, answers questions and is directly in charge.)

Name	Title	Position Number
Darren Dreier	Director of Information Technology	K0120659

Who evaluates the work of an incumbent in this position?

Name	Title	Position Number
Darren Dreier	Director of Information Technology	K0120659

20. a) How much latitude is allowed employee in completing the work? b) What kinds of instructions, methods and guidelines are given to the employee in this position to help do the work? c) State how and in what detail assignments are made.

The employee performs duties and responsibilities with independence with minimal supervision. Assignments are assigned by help desk tickets, email, phone, in-person or reacting to system alerts or outages. Employee will be given assignments as previously stated and then will have latitude to complete the assignments as needed.

21. Describe the work of this position using the page or one additional page only. (Use the following format for describing job duties:) **What** is the action being done (use an action verb); to **whom** or **what** is the action directed (object of action) ; **why** is the action being done (be brief); **how** is the action being done (be brief). For each task state: Who reviews it? How often? What is it reviewed for?

Number Each Task and Indicate Percent of Time	E – Essential Function N – Non Essential Function
1. 50 % (E)	Networking: Manage, maintain, and configure the Lottery network switches, firewalls and other network devices. Configure network monitoring, optimizations. Interface with vendors to ensure successful network implementation on lottery projects. Review and perform mitigation of audits, vulnerability reports and penetration testing on network equipment. Review vendor firewall changes for accuracy. Work with IT and lottery employees for disaster recovery.
2. 25% (E)	Applications and Systems: Support, maintain, and operate Lottery technology systems and applications. Review logs for issues or problems. Remediate issues found in vulnerability reports, review monitoring application for issues/problems, attacks or any other items noted by the application.
3. 20% (E)	Servers: Act as a backup to the Systems Administrator working on servers and applications that the lottery uses. Perform duties on Microsoft Servers including backups, restores, creation and maintenance of user accounts, modifications to Active Directory. Administer user and computer accounts to ensure proper OS updates and virus protection. Install hardware and software, assists with network set-up, support and maintenance. Provides training and support to users.
4. 5% (N)	Meetings, Training, and Other Duties: Participates in lottery meetings and training activities. Performs other duties as assigned.

22. a. If work involves leadership, supervisory, or management responsibilities, check the statement which best describes the position.
- () Lead worker assigns, trains, schedules, oversees, or reviews work of others.
 - () Plans, staffs, evaluates, and directs work of employees of a work unit.
 - () Delegates authority to carry out work of a unit to subordinate supervisors or managers.

b. List the names, class titles, and position numbers of all persons who are supervised directly by employee on this position.

Title **Position Number**

NA

23. Which statement best describes the results of error in action or decision of this employee?

- Minimal property damage, minor injury, minor disruption of the flow of work.
- Moderate loss of time, injury, damage or adverse impact on health and welfare of others.
- Major program failure, major property loss, or serious injury or incapacitation.
- Loss of life, disruption of operations of a major agency.

Please give examples.

24. For what purpose, with whom and how frequently are contacts made with the public, other employees or officials?

- **Daily contact with agency management and employees, other agencies, computer/network vendors and consultants and the Online Game Vendor to give and receive information, advice, recommend and otherwise consult on various agency requirements and network issues.**
- **Contact with Office of Information Technology (OITS) to consult, advice, and/or coordinate activities.**
- **Contact during off hours to investigate and fix network and system issues**

25. What hazards, risks or discomforts exist on the job or in the work environment?

- **Typical office environment. Sitting for long periods and extended PC use.**
- **Exposure to computer monitors, computers, servers, and other network equipment and environments.**
- **Heavy lifting (50 pounds or less), bending, cable work, installation of hardware and desktop devices.**

26. List machines or equipment used regularly in the work of this position. Indicate the frequency with which they are used.

Daily Use of:

- **Ticket system, monitoring/management software and tools related to switches, routers, virtual and standalone systems and interfaces**
- **Personal computer, tablets, mobile smart phone devices, printers and other computer hardware and software**
- **Copiers**
- **Fax machines**
- **VoIP and analog telephone equipment**

Frequent Use of:

- **State vehicle**
- **Audio-visual equipment**

PART III - To be completed by the department head or personnel office

27. List in the spaces below the minimum amounts of education and experience which you believe to be necessary for an employee to begin employment in this position.

Education - General

- **High School Diploma or equivalent required.**
- **Associates Degree preferred.**

Education or Training - Special or professional

- **Hardware and software technical support experience required**
- **Customer service/Help desk experience preferred**
- **Strong documentation and communication skills required.**
- **Microsoft Office products experience required.**

License, certificates and registrations

- **Valid current Class C Kansas driver's license at time of hire and throughout employment.**
- **Network+ Certified preferred.**
- **PCNSA (Palo Alto Certified Network Security Administrator) or PCCET (Palo Alto Certified Cybersecurity Entry-Level Technician) preferred.**
- **CCNA (Cisco Certified Network Administrator) preferred.**

Special knowledge, skills and abilities

- **Demonstrated ability to work with diverse group of users and retail partners with varying levels of computer experience required.**
- **Knowledge of Helpdesk concepts and demonstrated ability to work with same preferred.**
- **Knowledge of PC/mobile device/hardware and software support and configurations and demonstrated ability to work with same required.**

Experience - Length in years and kind

- **Preferred: 5 years of relevant work experience. Successful completion of an applicable certification program may be substituted for preferred experience.**

28. SPECIAL QUALIFICATIONS

State any additional qualifications for this position that are necessary either as a physical requirement of an incumbent on the job, a necessary special requirement, a bona fide occupational qualification (BFOQ) or other requirements that does not contradict the education and experience statement on the class specification. A special requirement must be listed here in order to obtain selective certification.

- **Must pass extensive background prior to hire and subject to periodic updates.**
 - **Subject to tax clearance upon hire and periodic updates.**
 - **Employees of the Kansas Lottery and designated family members are subject to the provisions of the Kansas Lottery Act, K.S.A. 74-7801 et seq, and the Kansas Expanded Lottery Act, K.S.A. 74-8733 et seq.**
 - **Be on-call and/or on assigned standby nights, weekends, and holiday to support both draw officials, nightly batch processing, etc..**
 - **Must complete Form I-9 upon hire and update and/or re-verify as required.**
 - **By law, any person who holds or has held a license with the Kansas Racing and Gaming Commission may not be employed by the Kansas Lottery within five years after last holding such license.**
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Signature of Employee

Date

Signature of Personnel Official

Date

Approved:

Signature of Supervisor

Date

Signature of Agency Head or
Appointing Authority

Date